



**Islamic Republic Of Afghanistan
Kabul Municipality**



DONORS POLICY

DEPARTMENT OF POLICY & COORDINATION

H.E Mohammad Yonus Nawandesh

Signature: _____



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1. Purpose and Objective

Kabul Municipality is responsible to improve Kabul city infrastructure and provide high standard municipal services to the Kabul citizens. As Kabul Municipality revenue is not enough to help Kabul municipality implement infrastructure and service delivery projects and as well as provide high standard services to the Kabul citizens therefore the role of international community donors and line ministries is vital to participate in the development process of Kabul City. The purpose of this policy is to encourage the donor community to actively participate in the development process of Kabul City. In order to maintain close and effective coordination with the international donors this policy is developed.

2. Scope

This policy applies to Kabul Municipality departments and the relevant donors of Kabul Municipality

3. Definitions

3.1 Donor

All parties interested in funding Kabul municipality projects, services, equipment and other materials, and other beneficial activities to the municipality without expecting their own benefits are called Donors.

3.2 Memorandum of understanding (MOU)

A MOU is a document describing the bilateral agreement between the donor and the Kabul Municipality. It expresses a convergence of will between both parties, indicating an intended common line of action.

4. Responsibilities of Kabul Municipality

4.1 All donors shall be informed about the vision and mission of Kabul Municipality, its intention to use donated resources, and of its capacity to use donations effectively for their intended purposes.

4.2 Kabul Municipality shall encourage all individual, corporate, national and international donors to invest in Kabul city infrastructure and development programs.

4.3 Kabul Municipality shall coordinate all its projects with the interested donors for possible funding, and provide clear information on necessary projects or activities that require donor funding.

4.4 shall maintain close coordination with the donor agencies to easily work with Kabul Municipality department.



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4.5 Kabul Municipality responsible persons shall review and consider any proposed donation or project for suitability, legality and coordination with its own objectives. If no valid objection exists, the donor shall be given written Kabul Municipality authorization to proceed according to its plan, along with any necessary conditions or limitations.

4.6 Donors shall be assured that their donations will be used for the purposes for which they were given.

4.7 Donors shall receive prompt and appropriate acknowledgement and recognition of their funded project.

4.8 Donors shall be informed that their funds will be used only according to the mandates of Kabul Municipality and not for the private purposes or gain of any Kabul Municipality Official.

4.9 Donors shall be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.

5. Donor's Responsibilities

5.1 All respective donors shall coordinate the proposed project and with Kabul Municipality prior to releasing the donation for Kabul City.

5.2 All programs and projects intended by the donors for Kabul City shall be coordinated with Kabul Municipality before final plans are approved.

5.3 Donors shall design their program according to the Kabul Municipality needs and requirements

5.4 All the donors are requested to attend the Mayors donor meeting in order to avoid overlap of programs and projects with any other parties

5.5 Donors will submit detailed plans of their proposed projects for the approval of Kabul Municipality, and will provide any additional information required by Kabul Municipality about the project.

5.6 Donors will begin their projects upon obtaining the approval of Kabul Municipality Officials.

6. Privacy and confidentiality of donors.

6.1 Donor addresses and the amount of contribution will not be publicly revealed by Kabul Municipality without prior approval of the donor. Kabul Municipality's general practice is to reveal only donor name and numerical range of donations in reports to the Government of Afghanistan, Parliament and in public materials, including the annual report

7. Consequences of Violations

The Kabul Municipality will not tolerate any fraud or corruption and will maintain an effective anti-fraud and corruption strategy, based upon comprehensive on-going risk assessments in all



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areas of Kabul Municipality activity, to reduce losses from fraud and corruption in all areas to an absolute minimum, through:

- The promotion of an anti-fraud culture;
- Robust measures to deter, prevent and detect fraud;
- The professional investigation of any allegation or suspicion of fraudulent or corrupt activity; and
- The instigation of legal, disciplinary and recovery action against any individual found to have acted fraudulently or corruptly in their relationships and dealings with the Kabul Municipality.

8. Policy Evaluation

This policy should be regularly evaluated to ensure it enables and effectively move Kabul Municipality towards its goals.

9. Policy Enforcement

The contents of this policy are enforceable after His Excellency the Mayor's approval.